



Position Description

Department: Moore County Parks and Recreation

Title: Special Event Volunteer

Goal: *Moore County Parks and Recreation hosts different special events during the year which include large tournaments, egg hunts, Halloween events, and other activities*

Duties: *Event volunteers will assist on the event day with set-up, registration, clean up, taking tickets, helping at booths, and other tasks.*

- *All tasks and responsibilities will be discussed with the volunteer prior to them helping with an event*
- *Arrive at the designated site 15 minutes prior to designated time*
- *Must be able to be flexible to assist wherever needed for an event, as you may be asked to move around to different tasks*
- *Work well with children, as a lot of our special events involve children and close interaction.*

Qualifications:

- Must be 15 years of age or older.
- Have ability to follow and carry out instructions of task given;
- Possess willingness to communicate effectively and appropriately with staff and event attendees;
- Should be flexible to assist wherever needed for events, as you may be asked to move around to different task;
- Must be good with people, especially children, due to the fact that a majority of the events involve working with children

Time Required: *Time of the event*

Supervisor: *Program and Event Coordinator*

Physical Demands: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.